

FACULTY-LED PROGRAM PROPOSAL FORM

Please complete all sections of this form and submit to the Office of Study Abroad. This information will be used to obtain approval from the Texas Higher Education Coordinating Board to teach the course abroad for resident credit. This information will also be used for promotional purposes. For questions or additional information, contact us: (806) 651-5309 or studyabroad@wtamu.edu

SECTION 1: GENERAL INFORMATION

Academic Program Leader: _____

College: _____ Department: _____

Alternate Program Leader(s): _____

College: _____ Department: _____

Program name: _____

Program location (city, country): _____

Proposed dates of program: _____

SECTION 2: STUDENTS ENROLLMENT AND ELIGIBILITY

Minimum number of students required: _____ Maximum number allowed: _____

Minimum GPA required to participate: _____

SECTION 3: COURSES OFFERED

Course title	Course number	Number of credit hours	Number of contact hours

What degree(s) can these courses apply towards?

Please check this box if this is an embedded program.

Embedded programs: on-campus courses (undergraduate or graduate level) that include an international, credit-bearing, short-term travel component. In an embedded program, more than half of the course (50%) is taught on campus.

SECTION 4: SITE-VISIT

Was a site-visit performed for this program and location? Yes No

Date of site-visit: _____ Date of report submission: _____

Site-visit conducted by: _____

SECTION 5: PROGRAM INFORMATION

The following areas will be reviewed to evaluate the proposal; please address each one and provide as much information as possible. Please provide answers to these questions on separate pages.

1. Mission, Objective and Purpose

- 1.1. Two letters of support: one from your College Dean and a second one from your Department Head. These letters must explain how the proposed program aligns with the College's and department's mission and objectives. If this is an interdisciplinary program, additional letters of support as appropriate will be needed.
- 1.2. Explanation of how the program is appropriate to the site chosen.

2. Student Learning and Development

- 2.1. Explain how course objectives are mapped to at least to one program objective.
- 2.2. Explain how the student learning outcomes and overall student experience are to be assessed.

3. Academic Framework

- 3.1. Explain how instruction will be offered, in other words, the number of contact hours that will take place on campus and number of hours that will take place abroad. For example, your program may consist of 40 hours of instruction abroad (4hrs x 10 days) and 5 hours of instruction on-campus (1hr x 5 pre-travel meetings), for a total of 45 contact hours. Time spent travelling should not be counted as contact hours. Refer to [Appendix A](#) for *The TEXAS HIGHER EDUCATION COORDINATING BOARD Standards for New Out-of-State and Out-of-Country Courses, item 14*.
- 3.2. To what extent does the program provide an inter-culturally enriching learning experience?
- 3.3. Explain how the site is used effectively in the integration of readings, planned excursions, discussions, and cultural activities and how students are evaluated by methods that measure those activities.
- 3.4. Describe the number of sites proposed to visit, their geographical proximity to each other, and the time spent traveling between them. The proposal should justify the amount of travel proposed and number of sites visited. Refer to [Appendix A](#) for *The TEXAS HIGHER EDUCATION COORDINATING BOARD Standards for New Out-of-State and Out-of-Country Courses, item 6*.
- 3.5. Explain if there is an institutional partner(s) and how that relationship is expected to contribute to the proposed program. If no institutional partner is identified, explain how students will complete assigned coursework abroad; are there libraries, computer labs and/or research facilities available for use? If no facilities are available, what type of instruction will occur?
- 3.6. Explain if there are any scholarly pursuits for students, i.e. will this program help students become more qualified for national and international opportunities in the future, such as Fulbright and Boren scholarships, research, among others?

4. Health and Safety

- 4.1. What are the qualifications of the program leader(s)? What type of previous experience do the program leaders have: 1) leading programs abroad; 2) in the region proposed?
- 4.2. Is there is a third party provider involved? Explain their health and safety processes and procedures, and if there is onsite staff 24/7. If a third party provider is not used, explain how housing is arranged. If homestays are planned, how are they vetted?
- 4.3. Address any health and safety issues related to the site. Be sure to visit the [Travel](#) page of the U.S. Department of State and provide the most recent up-to-date summary of the risks involved. Also, visit the [Centers for Disease Control and Prevention](#) website and [CISI](#) for additional country-specific information. If using a third-party provider, please include a detailed emergency plan. If you are not using a third-party provider, explain what support services are available for students. Finally, explain if there are any entry and/or exit requirements, e.g. visas, tourist passes, entry fees, airport exit fees, etc.
- 4.4. Identify the nearest U.S. Embassy and or Consulates to your site(s).
- 4.5. Identify health clinics and hospitals in the city or cities you plan to visit; identify English speaking doctors in the city or cities you plan to visit. Please provide the emergency phone number in the country, if there is one.

SECTION 6: ADVERTISING AND MARKETING

Please check the items you would like to request from the Office of Study Abroad to help advertise this program:

- | | |
|--|---|
| <input type="checkbox"/> Mass emails | <input type="checkbox"/> Design of flyers and posters |
| <input type="checkbox"/> Classroom presentations | <input type="checkbox"/> Participation in Study Abroad Fair |

SECTION 7: ATTACHMENTS

Please note that items A, B and C are required; item D is optional.

- A) Proposed Budget (please see Faculty-Led Program Budget Form)
- B) Course(s) syllabi
- C) Day-by-day itinerary
- D) Additional supporting documentation

SECTION 8: APPLICANT(S) SIGNATURES

Academic Program Leader: _____ Date: _____

Alternate Academic Program Leader: _____ Date: _____

Alternate Academic Program Leader: _____ Date: _____

SECTION 9: CAMPUS APPROVALS

Department Head: _____ Date: _____

College Dean: _____ Date: _____

Department Head: _____ Date: _____

College Dean: _____ Date: _____

Appendix A

TEXAS HIGHER EDUCATION COORDINATING BOARD

Standards for New Out-of-State and Out-of-Country Courses

1. All students enrolled will meet institutional standards for admission and will be actually admitted to the institution, or one of the participating institutions in an approved Texas Consortium.
2. All students enrolled will pay the appropriate tuition and fees for their residency category. Financial aid will be available to students registering in foreign classes on the same basis as for on-campus students.
3. Instruction will be provided by faculty of the institution or a consortium institution and will be supervised and evaluated according to institutional policies. Exception will be made only to take advantage of uniquely qualified personnel at the out-of-state location.
4. Each course is on the approved main course inventory of the institution, is a part of an approved degree or certification program, and is justified in terms of academic, cultural, or other resources available at the specified location.
5. Instruction will conform to all relevant academic policies. All classes will conform to workload and enrollment requirements, contact hour/credit ratio, and similar matters.
6. Courses will not offer credit for activities undertaken primarily for travel, recreation, or pleasure.
7. Minimum enrollments will conform to the same standards applicable were the class to be offered on campus.
8. Multi-course offerings will meet the standards and criteria outlined in Approval of Distance Education, including Off-Campus Courses and Programs.
9. Advertising and marketing for out-of-state and foreign classes will emphasize the instructional nature of the classes, and not create the impression that they are primarily credit-for-travel experiences.
10. Faculty and staff will not realize unusual perquisites or financial gain for teaching out-of-state or foreign classes.
11. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty or student travel, meals and lodging, or other incidental expenses.
12. Free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels will be used in direct support of the instructional program and will not be used as gifts to faculty, staff, or their families.
13. State funds will not be used to offer courses or credits by instructional telecommunications to reception sites outside state boundaries and will not be submitted for formula funding.
14. All courses offered in a shortened format will consist of the same number of contact hours, normally 45-48, as courses offered in a regular or summer session. Students will not carry more courses at a time in a shortened format than will give them total credit of one semester credit hour per week of instruction. (CB Rules 4.6). Pre- or post-travel class sessions will be scheduled to attain the required minimum length standard.